

## OFFICE OF PUBLIC INSTRUCTION

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Official E-Mail from the Montana Office of Public Instruction Linda McCulloch, Superintendent

Please direct this message to: Administrators

From: Accreditation
Contact: Willy Schauman
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Subject: 2006-2007 Five-Year Comprehensive Education Plan Effectiveness Reporting

Window is Now Open

The window for the 2006-2007 Five-Year Comprehensive Education Plan Effectiveness Report will be open beginning November 13, 2007. The final due date for submitting the effectiveness report will be March 14, 2008.

To open your effectiveness report go to <a href="http://data.opi.mt.gov/5YCEP/">http://data.opi.mt.gov/5YCEP/</a> and use the school or district CITRIX login ID and password to gain access. When you arrive at the OPI Web page listed above, note the message/link directly above the login box. The link provides access to an instructional PowerPoint, two instructional documents and an instructional video. These resources will serve as important guides to you as you complete the reports.

The Web link provided above contains step-by-step instructions to complete the effectiveness report for the 2006-2007 school year.

Based on your requests several changes and updates have been made to the online tool to make it more user-friendly. Please refer to the instructional PowerPoint for these important changes and updates.

For login assistance contact the OPI Help Desk at (406) 444-3448.

If you have questions or need assistance contact OPI Accreditation Accountability Specialist Willy Schauman by telephone at (406) 444-0716 or by e-mail at <a href="wschauman@mt.gov">wschauman@mt.gov</a>.

Thank you for your dedication to continuing to improve learning and teaching in Montana.